Daily Summary Report Option

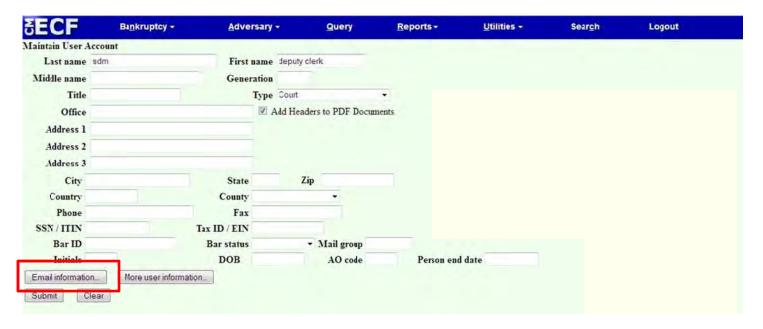
1. From the CM/ECF home page, click on the "Utilities" menu



2. Under the Utilities Menu, select "Maintain Your ECF Account"

ECF B	nkruptcy -	Adversary +	Query	Reports •	<u>U</u> tilities •	Sear <u>c</u> h	Logout	
ilities								
CM/ECF Account Information		niling Functions (cont.)	Administrative Functions (cont.)		New R3.4	New R3.4 Menu Items		
CM/ECF Login		iew/Edit BNC Files	Edit a Document Type Table		Digital A	Digital Audio Files Access Report		
Edit Tour Scheduled Re	ports		Load a Doc	ument Type Table				
Maintain Your ECF Acc	count For	rms	Unload the I	Document Type Table to	the screen			
View Your Transaction	Log G	enerate Test Form	Unload the I	Document Type Table to	a file			
			Edit All Sch	eduled Reports				
PACER Account Information		lendar/Judge/Trustee Functions	Generate clo	scase.dat				
Change Your Client Coo	de A	utomatic Assignment/S:heduling	Generate tru	stee.dat				
Change Your PACER A	Account C	Conflict Checking	Gen Missing	Receipts (A0 VER)				
Clear Default PACER L	ogin		Maintain Us	er Accounts				
Review Billing History	Ch	ap tools	Map SD Ev	ents				
View PACER Account	Information N	Markup ECF Calendar	Report Cont	figuration				
			Record Alte	matine Payment				

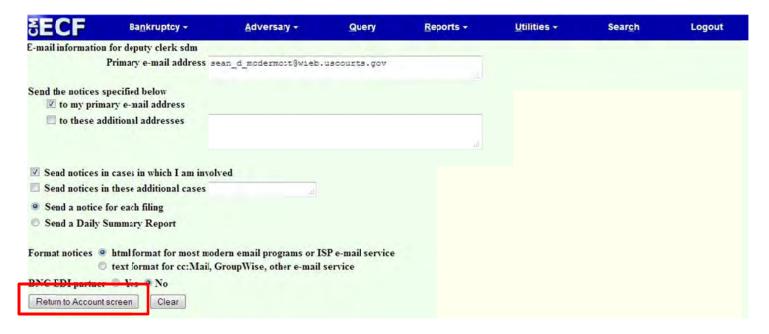
3. Click the button "Email information..."



4. Select the option for "Send a Daily Summary Report"



5. Click on "Return to Account screen"



6. Click on "Submit"

